

**TOWN OF CARLISLE  
BOARD OF SELECTMEN  
RULES AND REGULATIONS  
Governing  
SITE PLAN APPROVAL**

June 2001

**TOWN OF CARLISLE  
BOARD OF SELECTMEN  
SITE APPROVAL RULES AND REGULATIONS**

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**TOWN OF CARLISLE**  
**SITE APPROVAL RULES AND REGULATIONS**

**ARTICLE I**  
**GENERAL PROVISIONS**

SECTION 1. *Purpose*

Site Plan Approval Rules and Regulations are hereby adopted to establish uniform procedures and requirements for submitting site plans for approval by the Carlisle Board of Selectmen (the “Selectmen”) under Section 7.6 of the Carlisle Zoning By-Law (the “Zoning By-Law”), and to notify applicants of the review criteria for site plans.

SECTION 2. *Authority*

These Rules and Regulations are adopted under the authority of Section 7.6.4 of the Zoning By-Law, which states, in part, “The Board of Selectmen may promulgate or amend Rules and Regulations which pertain to the site plan approval process so long as the Rules and Regulations conform to this Section 7.6 of the Zoning By-Law.”

SECTION 3. *Applicability*

Any construction or establishment of use requiring Site Plan Approval under Section 7.6 of the Zoning By-Law shall comply with the provisions of these Rules and Regulations. The Selectmen, in consultation with the Town of Carlisle Planning Board (the “Planning Board”) and the Building Inspector shall determine if Site Plan Approval is required for such construction or establishment of use.

SECTION 4. *Waivers*

A waiver of strict compliance with these Rules and Regulations may be granted if the Selectmen, after consideration of the recommendation by the Planning Board, determine that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Rules and Regulations and the Zoning By-Law. All requests for waivers shall be submitted in writing with the Site Plan Application. All requests shall identify the provision or provisions of these Rules and Regulations from which relief is sought. The request shall also include a statement explaining why the Applicant thinks that granting a waiver would be in the public interest and not inconsistent with the purpose and intent of these Rules and Regulations and the Zoning By-Law.

SECTION 5. *Provision of Security*

On the recommendation of the Planning Board, the Selectmen may require in its decision that security be posted with the Town in such form and amount as is required by the Selectmen to secure the satisfactory completion of all or any part of the work authorized under the Site Plan Approval. The form of security will be generally as

allowed in the Carlisle Planning Board Rules and Regulations Governing the Subdivision of Land (the “Subdivision Rules”).

#### SECTION 6. *Advice from Town Staff*

Any advice, opinion, or information given to the Applicant by a member of the Selectmen or by any board, committee, agency, official or employee of the Town shall be considered advisory only and not binding on the Selectmen.

#### SECTION 7. *Amendments*

These Rules and Regulations may be amended by a majority vote of the Selectmen at a regularly scheduled meeting after a public hearing duly advertised twice in a paper of general circulation in the Town of Carlisle, the first notice of which shall be no less than fourteen (14) days prior to the date of the public hearing.

#### SECTION 8. *Effective Date*

The effective date of these Rules and Regulations and any amendment to these Rules and Regulations shall be the date such is filed with the Town Clerk.

#### SECTION 9. *Definitions*

Any capitalized term not otherwise defined herein shall have the same meaning as set forth in the Subdivision Rules or the Zoning By-Law, as each may be amended from time to time. Other terms and words and phrases not defined herein or in the Subdivision Rules or Zoning By-Law shall be construed according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a particular and appropriate meaning in law shall be construed and understood according to such meaning.

“Applicant” shall mean the Owner of the land referred to in Site Plan Application filed with the Town Clerk, or the Owner’s duly authorized representative.

“Site” shall mean the land and all improvements thereon referred to in a Site Plan Application.

“Site Plan” shall mean the plan submitted by an Applicant for approval under Section 7.6 of the Zoning By-Law and these Rules and Regulations.

“Site Plan Application” shall mean the application in the form attached hereto as Exhibit A completed by the Applicant and submitted in accordance with these Rules and Regulations.

“Site Plan Approval” shall mean the approval by the Selectmen of the construction or establishment of use described in the Site Plan Application, containing such terms and conditions as the Selectmen deem appropriate.

## **ARTICLE II PRELIMINARY SITE PLAN PROCEDURES**

### **SECTION 1. Pre-application Conference**

Prior to an Applicant’s investing in extensive professional design efforts for a Site Plan, the Selectmen strongly recommend a pre-application conference with the administrators for the Planning Board, Board of Health, Conservation Commission and the Fire Department to review the proposed changes to the Site so that general approaches and potential problems can be freely explored. The purpose of the pre-application conference is to get input on how the proposed site plan meets the criteria established in Section 7.6 of the Zoning By-Law and these Rules and Regulations and to determine what other approvals the project will require. A pre-application conference is not legally binding nor will it alter the legally required schedule for Site Plan Approval.

### **SECTION 2. Conceptual Plan**

Before submitting a Site Plan Application as hereinafter prescribed, any person may, at his/her own election, submit to the Planning Board, for discussion purposes only, an informal conceptual plan showing proposed site changes in a general way. Pencil sketches, which need not be professionally prepared, will assist the discussion and might show some, but not all, of the information shown on a Site Plan. Such a plan shall not be designated as a “Site Plan,” nor given any approval by the Planning Board or Selectmen (tentative or otherwise), unless it is prepared and submitted in accordance with the detailed requirements of the Zoning By-Law and these Rules and Regulations. The preparation and submission of such a conceptual plan is strongly recommended.

The conceptual plan should include:

- (a) the name and address of the Applicant and his/her representative(s), if any;
- (b) the Owner of the lot(s) and permission from the owner if the Applicant is not the Owner;
- (c) an informal plan showing in a general way the location and footprint of the existing and proposed building(s), parking, driveways, footpaths, topography, tree line, wetlands, wetlands buffer, flood plain, extent of wooded areas, historic features, stone walls, existing roads and significant trees, well and septic system;
- (d) zoning district;
- (e) intended use and possible tenants for the building(s);
- (f) estimated traffic generation of proposed use; and

- (g) a preliminary determination from the Board of Health on water supply, sewage disposal and relevant public health or environmental safety issues. (The Selectmen strongly recommend that the Applicant obtain such a preliminary determination at this time to answer questions such as whether there is a permit for a new septic system, whether the current system is functioning, whether there are any capacity problems, whether the current system needs to be replaced and whether the well needs to be classified as a public drinking water supply.)

The Planning Board may, at the request of the Applicant, schedule a brief discussion of the conceptual plan with the Applicant and/or his/her representatives at a regular or special meeting. Such discussion will not constitute a public hearing, but the Applicant is encouraged to notify Parties in Interest so that the input of Parties in Interest may be considered at the conceptual stage of the plan. The Selectmen also suggest that the Applicant seek input from other Town boards, commissions and other Town officials at this point in time.

The criteria for review, comment and discussion regarding informal plans and proposals shall include, in general, the design standards set out in Article IV of these Rules and Regulations and generally accepted planning and engineering practice.

### **ARTICLE III SITE PLAN PROCEDURES**

#### **SECTION 1. Site Plan Submission Requirements**

All Site Plans shall be prepared by a registered architect, land surveyor or professional engineer. All Site Plans shall be on standard 24" by 36" sheets, be prepared at a scale of 1" = 20', or as otherwise required by the Planning Board, with continuation sheets as necessary for written information. Items required for submission include the following:

- (a) The project name, arrow indicating true north, date, scale, name and address of record owner and Applicant, engineer, architect, surveyor and their proper seals of registration. If the property Owner is not the Applicant, a statement of consent from the property owner should be included with the Site Plan Application.
- (b) A list of all Parties in Interest certified by the Assessors.
- (c) Existing and proposed topography at a minimum contour interval of two feet, including all wetlands and buffer zones, streams, water bodies, drainage swales, areas subject to flooding, significant trees, historic features, and unique natural land features.

- (d) The dimensions of the lot, the frontage, location, footprint and area of all existing and proposed structures, parking areas, service areas, adjacent ways, streets and driveway openings within 300 feet of the site boundaries.
- (e) The location and description of all existing and proposed septic systems, water supply, storm drainage systems, utilities, storm storage areas and refuse containers.
- (f) Landscape plan showing planting areas, signs, fences, walls, walks and lighting, both existing and proposed. Location, type and screening details for all abutting properties and waste disposal containers.
- (g) The location, height, size, materials and design of all proposed signage.
- (h) The location, height, intensity and bulb type of all external lighting fixtures, the direction of illumination and methods to reduce glare onto adjoining properties, submitted on an illumination diagram showing light intensity centers for the Site.
- (i) The location and description of proposed open space and recreation areas.
- (j) A locus plan at the scale of 1" = 200' and a table of information showing how the plan conforms to the Zoning By-Laws.
- (k) The location of zoning districts within the locus plan.
- (l) Building elevation plans at a scale of 1/4" = 1", or as otherwise required by the Planning Board, showing elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades.
- (m) Evaluation of Impact on Water Resources. The Applicant shall submit a report on proposed measures to minimize pollution of surface and ground water, erosion of soil, excessive runoff, excessive raising or lowering of the water table, or flooding of other properties.
- (n) Evaluation of Impact on Landscape. The Applicant shall submit an explanation, with sketches as needed of design features intended to integrate the proposed new construction and plantings into the existing landscape to preserve and enhance existing aesthetic assets of the site and to screen objectionable features from neighbors and public areas.
- (o) Evaluation of Traffic Impacts. The Applicant shall submit an evaluation of the proposal's impact on the existing traffic network, both vehicular and pedestrian. The evaluation shall include the following:

- (i) the projected number of vehicle trips to enter and depart the site, estimated for an average day and peak hours;
- (ii) the projected traffic flow patterns for both vehicular and pedestrian access, including vehicular movements at all intersections likely to be affected by the proposed development; and
- (iii) the proposed mitigating measures.

The traffic study requirement may be waived by the Planning Board.

- (p) Development Impact Report. The Applicant shall submit an evaluation of the proposed impact of the project on the environment consistent with Exhibit c of the Subdivision Rules.
- (q) The proposed use or uses of the site, i.e. retail, office or storage, number of employees and maximum seating capacity (if applicable).
- (r) Floor drain locations and construction details (for automotive repair shops only).
- (s) Evaluation of air quality impacts and proposed mitigation measures, if necessary.
- (t) Evaluation of noise impacts and proposed mitigation measures, if necessary.
- (u) A hazardous materials management plan.
- (v) Information on measures to be taken for employee health and safety and fire prevention.
- (w) A preliminary determination from the Board of Health on water supply, sewage disposal and relevant public health or environmental safety issues.

## SECTION 2. Site Plan Filing

Three (3) copies of the Site Plan Application (Exhibit A) and three (3) copies of the Site Plan shall be filed by the Applicant with the Town Clerk. The Town Clerk will certify the date and time of filing on all copies, keep one of the copies and return the other two (2) copies of the Site Plan Application and Site Plan to the Applicant. The Applicant shall forthwith file with the office of the Selectmen one (1) of the copies of the Site Plan Application and Site Plan returned by the Town Clerk. The Applicant shall also forthwith file with the office of the Planning Board the other certified copy of the Site Plan Application and Site Plan, along with eight (8) additional prints of the Site Plan and seven (7) reduced size (11" by 17") copies of the Site Plan. Additional prints or copies of

the Site Plan may be required by the Planning Board. A Site Plan submission must be complete (including the payment of the required fees) before a public hearing is scheduled.

### SECTION 3. Referrals

Upon receipt of the Site Plan and complete Site Plan Application, the Planning Board administrator shall forthwith transmit one copy each to the Board of Health, Conservation Commission, Pedestrian and Bicycle Safety Advisory Committee, Building Inspector, Police Chief, Fire Chief, Department of Public Works and any other Town official or department the Selectmen or Planning Board may direct. Recipients may recommend conditions or remedial measures to accommodate or to mitigate the expected impacts of the proposal. All boards, committees, commissions and departments shall provide a written response to the Selectmen, even if only to say they have no comments, at or prior to the public hearing scheduled by the Selectmen in accordance with Section 4 below. Failure to respond to the Selectmen in a timely manner shall be deemed to be an approval of the submitted Site Plan and Site Plan Application by such board, committee, commission or department.

### SECTION 4. Public Hearing

Within thirty-five (35) days after the filing of a complete Site Plan Application, the Selectmen shall hold a public hearing thereon. Notice of the time and place as well as the subject matter of such hearing shall be given by the Applicant at the Applicant's expense by publication in a newspaper of general circulation in the Town of Carlisle once in each of two (2) successive weeks, the first such publication being not less than fourteen (14) days before the date of such hearing. A copy of said notice shall be mailed by the Applicant to all Parties in Interest. The Applicant shall provide the Selectmen's administrator an opportunity to review the proposed publication and approve the proposed newspaper of general circulation. The Applicant shall provide to the Selectmen's administrator, at least one (1) business day before the date of the scheduled public hearing, the certified mail return receipts as evidence of such notice and one set of newspaper tear sheets containing the published notice.

On the date of the scheduled hearing, the Selectmen shall open the public hearing, then continue the hearing to a date in the future which will give the Planning Board sufficient time to hear a presentation by the Applicant, and to hear from other town boards, departments, committees, officials and commissions at the Planning Board's regularly scheduled meeting(s). The Planning Board may make a recommendation on the Site Plan Application, with such conditions as the Planning Board may choose, to the Selectmen prior to the deadline for a decision in accordance with Section 5 below.

### SECTION 5. Decision

As set forth in Section 7.6.2 of the Zoning By-Law, a decision regarding the Site Plan shall be rendered within sixty (60) days of the close of the public hearing held by the

Selectmen. The Selectmen shall notify the Applicant in writing of its decision. The decision of the Selectmen shall be upon majority vote of those present. The required time limit for filing a decision may be extended by written agreement between the Applicant and the Selectmen. Failure of the Selectmen to take final action on such plan within said sixty (60) days shall be deemed to be an approval thereof. The Selectmen shall forthwith make an endorsement to this effect on the Site Plan, and, on the Selectmen's failure to do so, the Town Clerk shall issue a certificate to the same effect.

#### SECTION 6. Other Permits

In applications for which a special permit pursuant Section 7.2 of the Zoning By-Law and/or a variance under Section 7.5 of the Zoning By-Law must be obtained in addition to Site Plan Approval, the Applicant must obtain and file such special permit and/or variance with the Site Plan Application pursuant to Section 7.6 of the Zoning By-Law and these Rules and Regulations. In such cases, it may benefit the Applicant to schedule his/her conceptual plan discussion with the Planning Board under Section 2 of this Article II prior to applying for any special permit or variance. Any special permit and/or variance obtained must be filed with the Site Plan Application.

In addition, state regulation 310 CMR 15.30(5) requires that a septic system "shall be inspected [Title 5 Inspection] upon any change in use or expansion of use of the facility served, for which change or expansion a building permit or occupancy permit from the local building inspector is required." The Board of Health is also responsible for determining that the existing or proposed septic system capacity is in compliance with 310 CMR 15.203(1)(sewage system flow design criteria) and whether the private well needs to be reclassified as a public water supply as a result of the proposed use. The Title 5 Inspection and the Board of Health review must be filed with the Site Plan Application.

Site Plan Approval shall be obtained before the Applicant applies for a building permit.

#### SECTION 7. Fees

The Selectmen may adopt and from time to time amend, without the need for a public hearing, a schedule of fees ("Fee Schedule") for the administration of these Rules and Regulations. The Fee Schedule is attached as Exhibit B and is incorporated herein by reference. No Site Plan Application or request shall be considered complete unless accompanied by the required fees. The Selectmen may, at their discretion, waive any fees for town boards, committees or commissions.

#### SECTION 8. Project Review Fees

When reviewing a Site Plan Application, or when conducting inspections in relation thereto, the Planning Board and Selectmen may determine that the assistance of outside consultants is warranted. The Planning Board and Selectmen may require the Applicant to pay a "Project Review Fee" as set forth on the Fee Schedule at the time of

submission or at any time in the review process. The fee will consist of the anticipated costs incurred by the Planning Board or Selectmen for the employment of outside consultants engaged by the Planning Board or Selectmen to assist in the review of a proposed Site Plan or inspection of changes pursuant to an approved Site Plan.

In hiring outside consultants, the Planning Board and Selectmen may engage engineers, planners, lawyers, urban designers or other appropriate professionals who can assist the Planning Board and Selectmen in analyzing a project to ensure compliance with all relevant laws, by-laws and regulations. Such assistance may include but not be limited to, analyzing a Site Plan Application, monitoring or inspecting a project or site for compliance with the Selectmen's decision or regulations, or inspecting a project during construction or implementation.

Funds received by the Planning Board and Selectmen pursuant to this section shall be deposited with the Town treasurer who shall establish a special account for this purpose. Expenditures from this account may be made at the direction of the Planning Board and Selectmen without further appropriation. Expenditures from this special account shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the Applicant. Accrued interest may also be spent for this purpose. Failure of an Applicant to pay any fee required hereunder shall be grounds for disapproving a Site Plan Application, or rescission of a Site Plan Approval, or refusal to accept an application for a modification, amendment or a new Site Plan at the same location.

At the completion of all procedures authorized or required under these Rules and Regulations, an accounting shall be made and any excess amount in the account, including interest, attributable to a specific project shall be repaid to the Applicant or the Applicant's successor in interest. A final report of said account shall be made available to the applicant or the Applicant's successor in interest. For the purpose of these Rules and Regulations, any person or entity claiming to be the Applicant's successor in interest shall provide the Selectmen with documentation establishing such succession in interest.

The Applicant shall reimburse the Town for all expenses incurred in connection with the review of the conceptual plan or Site Plan and verification of compliance with the requirements of the Selectmen relative to said plan and its execution in excess of the initial amount paid pursuant to this Section 8. Such expenses shall include, but are not limited to, the cost of services of engineers, surveyors and attorneys, and the cost of publication of required public notices.

## **ARTICLE IV DESIGN STANDARDS**

### **SECTION 1. General**

In considering a Site Plan the Selectmen shall be guided by the general standards set forth in Section 7.6.3 of the Zoning By-Law, and may impose such appropriate

conditions, limitations and requirements as will insure compliance with the terms of the Selectmen's approval.

## SECTION 2. *Siting and Appearance Guidelines*

Buildings, parking and other structures shall, to the extent possible, be located to protect and preserve unique natural areas, wetlands, wetlands buffers, rare and endangered plant species, rare or endangered animal habitat, trees with 15-inch diameter or greater at the four-foot height, historic features and flood plain areas.

Buildings should be compatible with the prevailing architectural styles in the Town and should relate to the existing architecture in terms of character, scale and building materials. Proposed buildings should relate harmoniously to each other. Buildings should be located to preserve and complement natural, historic and scenic areas, and to reduce the visual impact of the buildings from adjacent properties.

## SECTION 3. *Landscaping and Buffers*

The site shall be landscaped with native tree, shrub and grass species. Landscaping shall be set back from entrance and exit ways to allow for safe exiting sight distances.

Parking areas shall be screened from the public road and adjacent properties. Large parking areas containing twenty-five (25) or more parking spaces shall include landscaped islands. Adjacent properties shall be screened by trees and vegetation, as requested by the Selectmen. Exposed storage areas, machinery, HVAC equipment, service areas, dumpsters, truck loading areas, utility buildings and structures shall be screened from view from adjacent properties and streets by dense evergreen plantings, earthen berms, walls, or fences complemented by evergreen plantings.

In cases where a commercial use abuts residentially zoned property or land used for residential purposes, the Selectmen may require that the front/side or rear setbacks be increased to minimize disturbance to residential areas.

All landscaped areas shall be maintained in a healthful condition. Trees and shrubs that die shall be replanted during the next growing season.

## SECTION 4. *Fire Safety and Protection*

Fire and emergency vehicle access shall be provided to each building shown on the Site Plan. The emergency access shall be maintained and kept in a passable condition at all times. Fire ponds, cisterns or other fire protection measures shall be required for all developments as specified by the Fire Chief. All fire pond and cistern designs shall include information on the grading of the land surrounding the pond or cistern and the elevation of the water table. All fire pond and cistern designs shall be certified by a

registered professional engineer. Site Plans shall generally comply with all applicable regulations of the Fire Department.

#### SECTION 5. Driveway and Circulation

A safe and convenient driveway and circulation system shall be provided for each site. The following guidelines shall apply:

- (a) Driveways shall be located to maximize sight distances where the proposed road meets an existing way;
- (b) Driveways shall be located so as to minimize interference with and access to adjacent properties. If adjacent properties are compatible, a connection between the uses for pedestrians and/or vehicles should be considered;
- (c) Where it is necessary or desirable to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, provision shall be made for footpaths and traffic controls within the street. Such improvements shall be designed with input from the Police Department, Department of Public Works, Selectmen, and Pedestrian and Bicycle Safety Advisory Committee and shall be submitted with enough engineering detail to assure their proper construction;
- (d) Where topographic and other conditions warrant, shared access driveways are encouraged on lots with similar existing or potential uses.

#### SECTION 6. Paving Requirements

The total number of required parking spaces shall be determined by the Zoning By-Law. Reductions in the number of paved parking spaces may be allowed as part of the Site Plan Approval process. In such cases all other features of the Site Plan that relate to the parking area, such as calculations of impervious area, setbacks and required yards shall be made as if all parking spaces were to be constructed as the Zoning By-Law requires. The Site Plan shall show all the required spaces, and the location of the unpaved spaces must meet all requirements for grading and regulatory permits. The Planning Board may require an area set aside on the Site for future parking needs.

#### SECTION 7. Erosion Control

Erosion and soil sedimentation of streams and water bodies shall be minimized by using the following erosion control practices:

- (a) The development shall be designed to fit the physical characteristics of the Site, including the topography, soils and natural drainage systems;

- (b) Once construction activities are underway, the amount of disturbed earth and duration of exposure shall be kept to a minimum;
- (c) Approved temporary erosion control measures such as hay bales or fabric filters shall be used during construction and removed upon completion;
- (d) All disturbed areas shall be permanently stabilized within six (6) months of occupancy;
- (e) Permanent vegetation and other erosion control measures shall be installed as soon as possible after construction ends.

#### SECTION 8. Storm Water Drainage and Management

All Site Plans shall conform to the drainage requirements specified in the Subdivision Rules. Increases in run-off shall be recharged on Site by being diverted to vegetated surfaces for infiltration, or through the use of detention ponds or dry wells. Dry wells shall require oil, grease, and sediment traps to facilitate removal of contaminants prior to discharge to the ground. All drainage structures shall be maintained on a regular basis. No net increase in off-Site peak runoff of any flow up to the 100-year flood level shall be permitted.

#### SECTION 9. Lighting; Utilities

As used in this section, the following terms shall have the following meanings:

“Disability Glare” shall mean the eye’s line-of-sight contact with a direct light source, which causes a partial blindness.

“Footcandle” shall mean a unit of measure for illuminance. A unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

“Full Cut-off Type Fixture” shall mean a luminaire or light fixture that, by design of the housing, does not allow any light dispersion or direct glare to shine above a 90 degree, horizontal plane from the base of the fixture.

“Light Trespass” shall mean light from an artificial light source that is intruding into an area where it is not wanted or does not belong.

“Uplighting” shall mean any light source that distributes illumination above a 90 degree horizontal plane.

Lighting shall conform to the requirements of the Zoning By-Law. A lighting plan shall be provided showing the proposed locations, size, height and orientation of outdoor lighting. The Applicant must provide product cut-sheets for all proposed fixtures. For

Site Plans showing a high level of illumination, the Selectmen may require an iso-lux plan indicating levels of illumination in Footcandles, at ground level.

All exterior lights shall be designed, located, installed, and directed in such a manner as to prevent observable shadows at the property lines and Disability Glare at any location on or off the property.

All parking area lighting shall be Full Cut-off type Fixtures. The lighting shall be shielded to prevent direct glare and/or Light Trespass. The lighting shall be contained to the target area as much as physically possible.

All building lighting for security or aesthetics shall be full cut-off or a shielded type, not allowing any Uplighting. Floodlighting is discouraged, and if used, shall be shielded to prevent (A) Disability Glare for drivers or pedestrians, (b) Light Trespass beyond the property line, and (c) light above a 90 degree, horizontal plane. Lighting fixtures attached to buildings should be avoided.

Adjacent to residential property, no direct light source will be visible at the property line at ground level or above at any time of year.

All utilities shall be located underground.

#### SECTION 10. *Pedestrian and Traffic Improvements*

Footpaths shall be provided along the Site's road frontage unless the Selectmen determine that safe pedestrian travel is otherwise provided. The Applicant shall consult with the Pedestrian and Bike Safety Advisory Committee as early as possible in the application process to discuss the location and type of Footpath for and in connection with the Site. Footpaths shall conform to the design standards set forth in the Subdivision Rules. The intent of this requirement is to provide pedestrian and bicyclist safety in the immediate area of the Site and to integrate the Site Plan with other proposed plans for Town Footpaths. Alternatives to Footpath construction on the site may be considered, consistent with the Subdivision Rules.

The Applicant shall be responsible for mitigating vehicular traffic impacts attributable to the proposed development. The Selectmen may also require that an Applicant contribute his/her fair share of the costs associated with a Traffic Study and mitigating measures necessary to offset project impacts.

#### SECTION 11. *Pollution and Hazardous Materials*

Where applicable, the Applicant shall maintain a hazardous materials management plan on file with the Fire Chief. The purpose of the plan is to assist the Town with necessary information in the event of a spill, fire, or other emergency and to ensure compliance with the Zoning By-Law.

## ARTICLE V ADMINISTRATION

### SECTION 1. *Filing of Approval*

Within fifteen (15) days after the approval of a Site Plan Application, a copy thereof bearing the approval of the Selectmen shall be filed in the office of the Town Clerk. The plan as approved shall be carried into effect and completed by the Applicant for such Site Plan Approval or his/her assigns within one (1) year **[Note: this refers to sec. 7.6.7 of the by-law which is inconsistent with sec.7.6.9 of the by-law]** after the date of approval.

### SECTION 2. *Approval Amendments*

The Selectmen shall have power to modify or amend its approval of a Site Plan on petition of the Applicant or his/her assigns, or upon its own motion if such power is reserved by the Selectmen in its original approval. All of the provisions of Section 7.6 of the Zoning By-Law and these Rules and Regulations applicable to approval shall, where appropriate, be applicable to such modification or amendment.

### SECTION 3. *Approval Lapse*

Any Site Plan Approval issued under Section 7.6 of the Zoning By-Laws and these Rules and Regulations shall lapse if construction or, in the case of a change or intensification in use, the substantial use thereof, has not commenced within two (2) years from the date of approval. The Selectmen may grant an extension for up to six (6) months for good cause.

### SECTION 4. *Appeals*

Appeal of the Selectmen's decision may be made in accordance with Section 7.4 of the Zoning By-Law and M.G.L. ch. 40A s. 17.

### SECTION 5. *As-Built Plans*

Final stamped as-built plans showing the location and elevation of all buildings and structures, drives, parking and loading areas, drainage structures, wells, well pipes, all utilities, the septic system, leaching area, and all signs on the Site shall be submitted by the Applicant and approved prior to the issuance of an occupancy permit for any structure on the Site. Such plans shall be accompanied by a certification by a Registered Professional Engineer that the Site has been developed in conformance with the approved Site Plan.

## **EXHIBIT A**

### **TOWN OF CARLISLE**

#### **SITE PLAN APPROVAL APPLICATION**

This application shall be filed by the applicant with the Town Clerk. A copy of this application including date and time of filing certified by the Town Clerk shall be filed forthwith by the applicant with the Board of Selectmen and the Planning Board. Applications shall be filed with eight full-size (24" by 36") prints of the plan and seven reduced size (11" by 17") copies of the plan.

The applicability of the site plan approval requirement of the Carlisle Zoning By-Law to a particular proposal is discussed in Section 7.6 of the Zoning By-Law.

The following sections of the application describe supplementary information that must be submitted, and those aspects of the proposed site development that will be evaluated by the Board of Selectmen and the Planning Board.

1. Full name of owner(s) and address of land to which this application applies:
2. Full mailing address of owner(s) of land to which this application applies or full name and mailing address of the applicant if different from above:
3. Submit with this application a listing of abutters as certified by the board of Assessors containing full names and addresses of abutting owners of land and those directly opposite on any public or private street or way an owners of land within 300 feet of the property line, according to the most recent tax list. Also submit a certified list of abutting property owners of surrounding towns (if any) certified by the assessors of that town.
4. Location of property: Map\_\_\_\_\_ Section\_\_\_\_\_ Parcel\_\_\_\_\_
5. Zoning district:
6. Describe briefly the development for which Site Plan Approval is sought:
7. Describe briefly the uses or activities for which Site Plan Approval is sought:

Uses will be reviewed for conformity with those described in the Zoning By-Law. These may be the specific intended uses of the site if known, or lists of potential uses of the site if the uses are not known at this time.

Note: If the uses are not known at the time of application, present "worst-case" (most intensive) estimates of water consumption, sewage discharge, parking requirements and traffic impacts, along with your assumptions used to develop these estimates.

Site plan and building permits for such sites will be valid only for occupancy that does not exceed these estimates.

8. The application must include a plan of the site and proposed developments as specified in the Rules and Regulations.

The plan will be reviewed for the following features (please provide):

Lot area \_\_\_\_\_, Frontage \_\_\_\_\_, Building Height \_\_\_\_\_, # of Stories \_\_\_\_\_

Building setbacks: Front \_\_\_\_\_, Rear \_\_\_\_\_, Left side \_\_\_\_\_, Right side \_\_\_\_\_

Parking setbacks: Front \_\_\_\_\_, Rear \_\_\_\_\_, Left side \_\_\_\_\_, Right side \_\_\_\_\_

Lot Coverage (buildings, parking, paving) \_\_\_\_\_

Adequate walkways and pedestrian access:

Adequate access, driveways and private ways:

Adequate waiting areas for drive-in uses:

Appropriate loading docks and/or access for trucks: Number \_\_\_\_\_, Location \_\_\_\_\_

Is there any proposed site work within the vegetated wetlands or within 100 feet of the vegetated wetlands:

If yes, has the Conservation Commission issued an Order of Conditions?

Date:

List any special permits/variances from the Board of Appeals:

Is the project within the Flood Plain District

If yes, what is the base flood elevation (100 year storm)?

Watertight floodproofing elevation:

(If watertight floodproofing is used, provide appropriate certifications of the methods and of the fact that no increase in flood level will occur. Any changes of the contour affecting the Flood Plain Map must be submitted to the USFCMA and proof of such submission must accompany the as-build plans submitted after construction.)

Any removal of earth within 10 feet of high groundwater table?

9. Provide an evaluation of the impact of the development on water resources.  
(Submit information on measures proposed to prevent pollution of surface or ground water, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table, flooding of other properties.)
10. Sewage discharge rate (gallons per day):
11. Water usage (gallons per day):
12. Submit calculations of the storm run-off from buildings and paved areas, and a description of the run-off disposal system and its capacity. Include a description of the extent and depth of flooding anticipated during storm conditions:
13. Indicate the estimated parking requirements, and provide a count of the proposed number of parking spaces:

14. Location and number of spaces that can be added on additional land set aside for such purpose if full development of parking area is not proposed in the initial construction:
15. Describe here and show on the plans the curbing, marking or other methods used to define the parking areas and to prevent vehicles from encroaching on required yards:
16. Estimate the daily traffic:  
Peak: \_\_\_\_\_ Non-peak \_\_\_\_\_  
Site distance along the road for vehicles using the access driveway:  
  
(For developments where the number of trips exceed fifty [50] per day, submit an expert's evaluation of the impact of such traffic on adjacent town roads. Any permits or approvals necessary for construction of the driveway/access/curb cut (state or local) shall be submitted with this application.
17. Describe any proposed signs:
18. Describe any proposed outdoor lighting (include hours of use, lighting type and spectral filtering, directional shielding and height of fixtures):
19. Visual impact of the Development: (additional information shall be submitted to allow for this evaluation)
20. Describe the proposed landscaping plan, including parking lot landscaping and the location, structure and screening of on-site holding facilities (e.g, dumpsters):
21. Discuss any hazardous materials or wastes to be used or generated on site, including quantities, safety procedures, storage and disposal methods:
22. Indicate any sources of loud noise, vibration, glare, odors, air or water pollutants, or electrical disturbances:
23. Electric and telephone utility connections:
24. Describe the fire control system in the building (sprinklers, etc.). Include any proposed fire ponds on the plan.
25. Describe access to such pond(s):
26. Applicants should note that the Planning Board may require the posting of a bond to assure proper ways or access and may also require a bond to assure the public safety in the event projects are not completed. The Planning Board may also require increases in the front, side or rear yards, screening of parking or other areas or modifications of the location or exterior features of structures to assure harmony with the intent of the Zoning By-Law. As much land as possible should be left in a natural

or near-natural condition. Applicants may submit any additional information they feel is pertinent to these issues.

27. Submit a preliminary determination from the Board of Health on water supply, sewage disposal and relevant public health and environmental safety issues.
28. Submit a hazardous materials management plan (include floor drain locations on plan if an automotive repair shop).
29. All application shall be accompanied by the required fees, as set forth on the Fee Schedule attached as Exhibit B to the Site Approval Rules and Regulations.
30. Project review fees may also be required as set forth in the Site Approval Rules and Regulations.
31. State the full name, mailing address and phone number of any person or attorney who is authorized by you to appear and represent you before the Board of Selectmen or Planning Board other than yourself:

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

You will be notified of the date of the public hearing to be held on this application at the mailing address as stated in Item 2 of this application.

**EXHIBIT B**  
**TOWN OF CARLISLE**  
**SITE PLAN APPROVAL FEE SCHEDULE**

<b><u>Filing Fee</u></b>	<b>\$1,000</b>
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<b><u>Project Review Fee</u></b>	<b>\$2,000</b>
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